



ORIGINAL
UNITED STATES MARINE CORPS
HEADQUARTERS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5530.2
Ordo
23 APR 1998

AIR STATION ORDER 5530.2

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS AND HEADQUARTERS SQUADRON ARMORY MONTHLY
INVENTORY PROCEDURES

Ref: (a) OPNAVINST 5530.13B

Encl: (1) Assignment to Monthly Serialized Ordnance Inventory
(2) Report of Monthly Serialized Ordnance Inventory
(3) Endorsement of Monthly Serialized Ordnance Inventory

1. Purpose. To give specific instructions for the conduct of armory monthly serialized inventories per the reference.
2. Background. Former procedures have been revised and updated.
3. Action

a. All Department Heads are to familiarize themselves with the contents of this order and ensure that the requirements established herein are strictly adhered to.

b. In accordance with the reference, a serialized inventory of all Ordnance material, to include sights, will be conducted monthly by a disinterested officer or staff noncommissioned officer, defined as an individual not tasked with maintaining weapons custody, security or record keeping. Personnel such as the unit Ordnance Officer, supply personnel, armory OIC/NCOIC, armorer or weapons custodian are excluded from assignment to this duty. Assignment to duty as the Inventory Officer will be made in writing by the Commanding Officer.

c. Refer to enclosures (1) and (2) for assignment and report formats.

d. The Supply Officer will provide the Inventory Officer with the most recent corrected copies of the Consolidated Memorandum Receipt (CMR) to be used as the inventory document.

e. The completed inventory will be submitted to the Commanding Officer via the Property Control Officer. The Supply Officer will verify that the report is correct and will add his endorsement (Enclosure (3)).

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

ASO 5530.2
23 Apr 1998

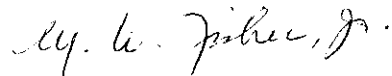
f. After the Commanding Officer reviews the completed monthly serialized inventory, the original (complete) inventory will be forwarded to the unit armory. A copy of the inventory will be retained at the Property Control office in the recurring reports binder.

g. All monthly serialized inventories will be completed at thirty day intervals and submitted not later than the last day of the month.

h. Monthly serialized inventories will be maintained on file for two years in accordance with reference (a).

i. All previous forms used for the monthly inventory are obsolete and will not be used.

j. Enclosures (1) through (3) are to be followed without deviation.



M. W. FISHER, JR.
Executive Officer



UNITED STATES MARINE CORPS
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ASO 5530.2
23 Apr 1998

IN REPLY REFER
5530
HS
(DATE)

From: Commanding Officer
To: Rank, Last Name, First Name, MI. SSN/MOS, USMC
Subj: ASSIGNMENT OF MONTHLY SERIALIZED ORDNANCE INVENTORY
OFFICER

Ref: (a) ASO 5530.2

1. Per the reference, you are assigned as the Ordnance Inventory Officer for the month of _____.
(Month/Year)

2. You will report to the Property Control Officer to obtain a current copy of the unit's Consolidated Memorandum Receipt (CMR). Any annotated changes will be justified and initialed by the Property Control Officer. The corrected copy will be your source document for the sight verification of serial numbers of ordnance items listed in MCO 8300.1. The source document will be in your possession or properly secured for the duration of the inventory.

3. You will print and sign your name and enter the date on each page of the CMR thereby identifying/certifying the CMR utilized.

4. All verified serial numbers will be physically sighted from the actual weapon or ordnance item. All items not present will be accounted for by physically sighting the appropriate documentation listed:

a. The yellow copy of the equipment repair order (ERO) if the item is evacuated for repair. If the ERO has been pending more than 30 days, verify the serial number on the yellow copy of the ERO against the latest daily process report (DPR).

b. The serial number listed on the reverse of the NAVMC 10359, equipment custody record (ECR).

c. The packing list found attached to the crate of Level "A" packed weapons and equipment.

d. The serial number listed on the ordnance custody receipt, NAVMC 10520.

e. The serial number listed on the DD1348 supply transfer document.

ENCLOSURE (1)

ASO 5530.2
23 Apr 1998

Subj: ASSIGNMENT OF MONTHLY SERIALIZED ORDNANCE INVENTORY
OFFICER

f. The serial number listed on the investigative appointing order, if the ordnance item is missing and pending an investigation. Annotate the inventory list (CMR) to reflect the current status of the investigation.

5. Armorers and weapons custodians are not authorized to assist in conducting the inventory (i.e. reading serial numbers or checking off serial numbers).

6. Submit the results of the inventory using the format outlined in enclosure (2) of the reference.

7. This letter authorizes you and an assistant, if required, accompanied access to the unit armory for the purpose of conducting the serialized inventory. Your assignment and access authority will terminate at the completion of the inventory.

(Commanding Officer)

Copy to:
Supply Officer
Armory Officer

ENCLOSURE (1)



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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ASO 5530.2
23 Apr 1998

IN REPLY REFER TO
5530
HS
(DATE)

From:
To: Commanding Officer
Via: Supply Officer

Subj: REPORT OF MONTHLY SERIALIZED ORDNANCE INVENTORY

Ref: (a) ASO 5530.2

Encl: (1) Consolidated Memorandum Receipt (CMR) of _____
(Date)

1. Per the references, the subject inventory was conducted on _____,
(Date) using the enclosure as the source document.

2. All serial numbers were verified by physically sighting the serial number on the actual ordnance item or by sighting the appropriate documentation listed in my appointment letter.

3. If there are exceptions to the report they will be presented at this time to include the following information, if available. If none are noted, a statement to that effect will be made.

TAMCN	NOMENCLATURE	SER NO.	REMARKS

REMARKS:

ENCLOSURE (2)

ASO 5530.2
23 Apr 1998

4. This paragraph will be used to report the inventory of rifle team equipment on hand and any privately-owned weapons or ammunition held at the armory. A negative remark is required if the unit does not have on-hand any RTE items or privately owned weapons or ammunition.

TAMCN	NOMENCLATURE	SER NO.	REMARKS

REMARKS:

(Inventorying Officer)

Copy to:
Supply Officer
Armory Officer

ENCLOSURE (2)



UNITED STATES MARINE CORPS

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ASO 5530.2
23 Apr 1998

IN REPLY REFER TO
5530
HS
(DATE)

FIRST ENDORSEMENT

From: Supply Officer
To: Commanding Officer

Subj: REPORT OF MONTHLY SERIALIZED ORDNANCE INVENTORY

1. The subject inventory is verified as being correct based on the current Consolidated Memorandum Receipt (CMR).

(Supply Officer)

Copy to:
Supply Officer
Armory Officer

ENCLOSURE (3)